
Equal Opportunity Program Specialist

Employment and Training Division

Printable Job Announcement

Deadline

February 1, 2017

Introduction

This is a transfer opportunity within the Division of Employment and Training (DET). In order to be considered, you must be in a position that is in schedule/range 81-04, or in a counterpart schedule and pay range (e.g., 07-04, 12-64). Employees in higher pay schedules/ranges will be considered as a demotion. Pay will be in accordance with the state's compensation plan, but will be no less than \$17.25/hr.

Employees in an LTE or Project 05 appointment are not eligible for consideration.

Please contact Alexandra Camarao at ACCJobs@dwd.wi.gov or at 608-266-9311 if you are not sure of your eligibility for consideration as a transfer.

Job Duties

This position functions under the close supervision of the DET Deputy Administrator and is responsible for leading all division human resource (HR) and affirmative action (AA) activities, and ensuring these activities are conducted in compliance with department requirements. Duties include, but are not limited to, overseeing division Human Resources staffing functions such as staffing requests, reclassifications and reallocations, temporary and acting assignments, and pay increases; resolving leave of absence (LOA), Americans with Disabilities Act (ADA) and telecommuting requests, and all complaints and disciplinary actions; responsibility for strategic initiatives and other activities related to improving the work environment and quality of work life for employees; promoting diversity and communication and serving on related departmental workgroups addressing similar issues; serving as the DET liaison in the department; and assisting with resolution of grievances on behalf of the division. It is expected that the incumbent will gain sufficient competency in performing job duties such that he/she will be able to perform job duties with a high level of independence and provide advice and counsel to DET Managers on equal employment opportunity, AA and HR related matters.

Qualifications

- Ability to gain knowledge of federal and state laws, case law and administrative codes related to Affirmative Action/Equal Employment Opportunity, including but not limited to the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, Wisconsin Fair Employment Law (WFEL), Fair Labor Standards Act (FLSA), state and federal Family and Medical Leave Acts (FMLA), state and Department grievance and discipline statutes, administrative code, and internal policies, and civil rights laws.
- Knowledge of Microsoft Word, Excel, PowerPoint and Access.
- Knowledge of conflict resolution/mediation techniques.

- Knowledge of diversity issues.
- Effective oral and written communication skills.
- Skill in cross-cultural interpersonal communications.
- Ability to identify, analyze and solve problems.
- Ability to work with people of diverse backgrounds to resolve issues.
- Ability to independently organize and prioritize work, pay attention to detail, and apply effective analytical skills.
- Ability to exercise independent judgment and to analyze and resolve conflict in a productive manner.
- Ability to conceptualize, develop and implement programs effectively and efficiently.
- Ability to use electronic databases/spreadsheets to maintain AA/EEO indicators.
- Ability to develop, interpret and apply procedures, policies, rules and regulations.

How to Apply

In order to be considered for transfer to this position, you must be in a position that is in the same or counterpart pay range as this position. E-mail a cover letter and resume that describe your experience and qualifications as they apply to the job duties and knowledge, skills, and abilities described above.

Please e-mail your materials to ACCJobs@dwd.wisconsin.gov. Application materials are due by 11:59 p.m. on February 1, 2017.

Questions regarding the position may be directed to Christine Goslawski at CMGJobs@dwd.wisconsin.gov, or 608-266-8332.

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